

*CSS 225: College Success*  
*Summer 2017 DE*  
*CRN 50956*

**ONLINE COURSE THROUGH CANVAS**

**Instructor:** Laura Harris

**Office hours** feel free to email, phone appointment, in Canvas: ConferZOOM, Conferences  
[laura-harris1@cuesta.edu](mailto:laura-harris1@cuesta.edu) (best contact)

**COURSE DESCRIPTION:** A comprehensive course that integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency. This survey course focuses on the following topics: life management, learning styles, personal and educational values, time management, instructor-student relations, maintaining health, memory and concentration, lecture note-taking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem solving, and creative thinking. Emphasis is on the attainment of life-long success in academic, professional and personal development.

**CANVAS:**

1. There is one required reading book for this course: Madonnas of Echo Park by Brando Skyhorse. This book is available at the Cuesta College SLO campus Bookstore. All other readings and assignments will be found in **Canvas**, the Cuesta College learning management system (LMS).
2. [Cuesta College LMS browser requirements/minimum computer specifications](#)
3. [Canvas Quick Reference for Students](#)

**INSTRUCTIONAL METHODS and INSTRUCTOR CONTACT:** Methods of online instruction include discussion forum postings and responses, application assignments, and online quizzes. Regular and effective Instructor Contact will be met through weekly instructor initiated threaded discussion forums; weekly announcements to students; timely and effective feedback on student assignments; email, and phone or messaging to individuals. We may also be utilizing Canvas online Conferencing or ConferZOOM for individual student one-on-one with instructor.

**ATTENDANCE POLICY:** Students are expected to check email, Canvas messages and announcements daily.

**ACADEMIC HONESTY:** [Cuesta College has a comprehensive policy on Student Code of Conduct and Academic Honesty.](#)

**GRADING:** Using a point system, your final grade is based on:

- A. Online civility will impact your final grade: (classroom civility includes: respect, contribution, participation, and effort).
- B. Weekly Readings and Application Assignments
- C. Journal Entries
- D. Discussion/Forum Participation
- E. Projects

Final Course grades will be awarded according to the following scale:

100%- 90% = A    89%- 80% = B    79%- 70% = C    69%- 60% = D    59% and below = F

***All assignments must be turned in by the due date and time (SUNDAY)***

**\*\*\*NOTE\*\*\*:**

- You have the option of receiving Credit/No Credit instead of a letter grade for this class. You must fill out a form and turn it into Admissions and Records.
- New Policy for repeating students: three enrollment limit; W counts as a failing grade.

## COLLEGE SUPPORT SERVICES

- If you have a physical, mental, or learning disability that requires any special accommodation, please contact [Disabled Student Programs and Services](#) as soon as possible to ensure that you receive the accommodations in a timely manner. I will be happy to discuss and work with you on your need for accommodations.
- Tutorial services are provided to students and can be found at the following link: [Tutorial Services](#)
- For a list and reference to library services, including learning research and assistance, please follow the link: [Library and Learning Resources](#)

## HELP AND TECHNICAL SUPPORT

- For issues related to accessing [Cuesta's Canvas Site](#) or other technical issues, email: support@my.cuesta.edu
- If the Cuesta server goes down or the power is out, you are still responsible for accessing the course. When this happens, you can access the class through: <https://cuesta.instructure.com/>
- For all other issues related to the course or course content, please email me at [laura\\_harris1@cuesta.edu](mailto:laura_harris1@cuesta.edu).

## COURSE AND COLLEGE POLICIES

- **Students are expected to check email, Canvas announcements and messages daily.**
- Follow this link for [General Campus Policies](#) (including: Withdrawal, Repeatability, Student Code of Conduct)
- [Board Policy Student Conduct Code and Technology Agreement](#)
- Refer to [Academic Policy 4105](#) regarding authenticating student identity and regular and effective instructor contact. Authenticating student identity will be conducted using the Learning Management System, Canvas. Canvas requires each student to log into the program using a secure login and password to access.
- [Add/Drop](#) Policies:

## NETIQUETTE AND ONLINE COURSE PARTICIPATION

- Use respectful and appropriate language in your forum discussions.
- Please do not use texting language, lol.
- Emoticons are acceptable ways to show emotion.
- Avoid CAPS as they come across like YOU'RE SCREAMING.
- You are expected to read all forum posts.
- You are to respond to the appropriate number of posts for each forum.
- All messages are public, so be careful and courteous when you post.
- Make your posts thorough and your replies as well.
- Complete sentences and thoughts are mandatory for forum posts.
- Use a person's name when you reply to their post.
- Use mycuesta.edu email for private communication.

*I am looking forward to meeting you online! Please feel free to contact for any questions or information you need; I am happy to help you!*

*Best regards,*

*~Professor Harris*

